CONSTIUTUTION OF THE TOXICOLOGY GRADUATE STUDENT ORGANIZATION

Amended, October 20th, 2020

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**ARTICLE I. NAME**

**Section A. Name**

1. The name of this organization shall be the Toxicology Graduate Student Organization; hereafter referred to as TGSO or the organization.

**ARTICLE II. PURPOSE AND GOALS**

**Section A. Purpose**

1. The purpose of TGSO is to foster the exchange of ideas between graduate students, strengthening the toxicology program at Iowa State University, and increasing awareness of the toxicology program within the university and abroad. Because the organization is student run, the focus of the organization will be to benefit the toxicology students by providing another avenue for academic and professional enrichment.

**Section B. Goals**

1. The goals of TGSO are:
   1. To increase the awareness of the field of toxicology at Iowa State University and abroad.
   2. To foster the exchange of ideas within the scientific community and between other facets of society (academia, government, and industry) through the area of toxicology.
   3. To provide outreach and services to its members and the community through interactive platforms.

**Section C. Statement of Compliance**

1. TGSO abides by and supports established Iowa State University policies, State and Federal Laws and follows local ordinances and regulations.
2. TGSO agrees to annually complete President’s Training, Treasurer’s Training and Advisor Training (if required).

**Section D. Non-Discrimination Statement**

Iowa State University and TGSO do not discriminate on the basis of genetic information, pregnancy, physical or mental disability, race, ethnicity, sex, color, religion, national origin, age, marital status, sexual orientation, gender identity, or status as a U.S. Veteran.

**ARTICLE III. MEMBERSHIP**

**Section A. Requirements**

1. Active members of the organization must be a full-time graduate student obtaining either a Masters or Doctoral degree or minor in Toxicology.  Active members are allowed to invite undergraduates or non-students interested in the field of Toxicology to attend meetings, but will not be allowed to vote on matters being decided upon during the meetings.
2. As a member, one is required to attend organization meetings regularly, pay dues if required, and actively support organization projects.
3. Active members of the organization must maintain a minimum 3.0 grade point average or above and meet the standards of the University Graduate College requirements.

**Section B. Discipline and Termination**

1. Membership will be revoked by 3/5 vote of officers plus ¾ vote from the general membership if actions are deemed inappropriate by the membership
2. Behavior of the active members of the organization must remain in accordance with the guidelines set by the Graduate Student Handbook.

**Section C. General Statements**

1. Any motion brought forth during organization meetings shall be voted on during the meeting and decided upon by the members present at the meeting by majority vote.
2. All non-members attending functions for which the organization is providing food or other provisions must pay out of pocket or reimburse the organization.

**ARTICLE IV. OFFICERS**

**Section A. Executive Board Officers**

1. The elected executive committee should consist of at least: President, Vice President, Treasurer, Secretary, and Graduate and Professional Student Senator but may also include other positions as the current members agree on.

**Section B. Requirements**

1. Must be a graduate student working towards a Masters or Doctoral Degree or minor in Toxicology.
2. Have a minimum cumulative grade point average (GPA) as stated below and meet that minimum cumulative GPA in the semester immediately prior to the election/appointment, the semester of election/appointment and semesters during the term of office. For graduate students, the minimum GPA is 3.00. In order for this provision to be met, at least nine hours must have been taken for the semester under consideration.
3. Be in good standing with the university and enrolled: at least half time (four or more credits, unless fewer credits are required in the final stages of their degree as defined by the Continuous Registration Requirement) during their term of office.
4. Be ineligible to hold an office should the student fail to maintain the requirements as prescribed in (a) and (b).

**Section C. Duties of Officers and Advisor**

1. President
   1. The President is in charge of ensuring the executive committee runs in an efficient manner and should supervise instances for which its efficiency or harmony are lacking.
   2. The President should supervise the use of the organization funds in an appropriate manner.
   3. The President will be responsible for announcing meetings no less than 7 days in advance
   4. The President will be responsible for chairing any official meetings held by the organization.
   5. The President should act as liaison between the Toxicology Graduate students and faculty when required.
2. Vice President
   1. The first duty of the Vice President is to assist the President in the general responsibilities required for the successful management of the organization.
   2. The Vice President will assume the responsibilities of the President upon the occasion of their absence and may temporarily assume the President’s position upon the occasion of the removal of the current President until either a new election year takes place or the vacant position is refilled.
   3. The Vice President will be in charge of holding and administering the executive committee elections for the year following their term.
   4. The Vice President may be asked to take minutes in cases for which the Secretary is not a position of the Executive Board.
   5. The Vice President will be secondly responsible (after the Secretary) in making sure that all activities done by TGSO are well operated.
   6. The Vice President of this organization is designated as the Risk Management officer. The Risk Management officer’s duties include minimizing potential risks for club activities, recommending risk management policies or procedures to officers and members of TGSO, submitting documentation to ISU’s Risk Management Office for travel and/or the proper handling of food, ensuring that Iowa State University policies are followed at all of the organization’s events and ensuring that necessary waivers and background checks are on file with Risk Management for events (if applicable)
3. Treasurer
   1. The first duty of the Treasury position will be to assist the President and Vice President in the general responsibilities required for the successful management of the organization.
   2. The Treasurer will be responsible for preparing funding requests from the Government of the Student Body, administration participating in the Toxicology department, and/or the organization members.
   3. The Treasurer will be required to sign off on any funds to be utilized by the organization and the President will be required to provide a second signature.
   4. The Treasurer is responsible for ensuring all funds belonging to the organization are used for the purposes of the organization and in an appropriate manner as depicted by the membership.
   5. The Treasurer will be responsible for collecting dues, if any.
   6. The Treasurer will provide an annual budget to the organization.
4. Secretary
   1. The first duty of the Secretary Position will be to coordinate with the President, Vice President, and Treasurer in the general responsibilities required for the successful management of the organization.
   2. The Secretary will be responsible for preparing and distributing meeting minutes.
   3. The Secretary will be required to attend meetings. In the event of a conflict, the Secretary will notify the Vice President prior to the missed meeting to ensure minutes are recorded.
   4. The Secretary may be asked to assist the President with room requests for meetings.
   5. The secretary is responsible for either uploading meeting notes on website or sharing it with organization via email.
   6. Secretary is also expected to be the main in charge of all official activities performed by TGSO.
5. Graduate and Professional Student Senator
   1. The first duty of the Graduate and Professional Student Senator will be to attend the Graduate and Professional Student Senate meetings.
   2. The Graduate and Professional Student Senator will be responsible for giving updated reports to the organization.
   3. The Graduate and Professional Student Senator may function as a resource with funding requests and policy changes.
   4. The Graduate and Professional Student Senator should act as a liaison between the Toxicology Graduate students and Graduate and Professional Student Senate when required.
6. Advisor
   1. Maintain communication and meet with officer(s) regularly
   2. Awareness and approval of financial expenditures.
   3. Ensure that the organization is operating in conformity with the standards set forth by Iowa State University and the Student Activities Center.

**Section D. Election of Officers and Advisor**

1. Election of Officers
   1. Election of officers will require a 2/3 majority vote from the general membership in attendance. If a candidate fails to receive a 2/3 majority of votes, a run-off election will be held with the top two candidates that received the most votes. This would be conducted three times; if a candidate still fails to generate the required votes, the voting would be open to all members (including those not in attendance.) Members interested in becoming an officer must meet academic requirements as established by the Student Organization Recognition Policy.
   2. The term of office will be one full year (June 1st to May 31st). All officers shall comprise the Executive Committee of the organization. The Executive Committee shall meet in addition to regular organization meetings. The Executive Committee shall appoint such committees that are needed to carry out organization goals.
   3. The executive committee elections should be held once a year no later than 14 days before the end of the spring semester.  The official end of each committee term will end the Monday following finals of the spring semester.
   4. Members of the elected committee must be volunteered by the existing members of the organization, must be full-time Toxicology graduate students and must not be graduating within the election year in which they are to serve.  If nominated persons do not wish to join the executive committee the announcement should be made publicly and a call for re-nominations should take place within one week of the refusal.
   5. Voting during organization meetings should be by secret ballot. Voting may take place virtually by online ballots including Google Forms, Qualtrics, email, Webex polls, etc.
2. Appointment/ Election of Advisor
   1. The advisor must be a Faculty or Staff member of the Iowa State University Toxicology Program and may be nominated by the faculty or students.
   2. The executive committee will appoint an advisor. Appointment of the advisor will require a majority consensus from the general membership. If a candidate fails to receive a majority of votes, a run-off election will be held with the top two candidates that received the most votes.
   3. Nomination and appointment of the advisor will be held as needed with elections occurring no later than 14 days before the end of the spring semester. A year long term runs June 1st to May 31st.

The term of the office could be extended. if agreed upon by the advisor and executive committee.

* 1. In the event that the advisor wishes to cease being the organizations advisor a written statement must be submitted to the organization’s president no later than 8 weeks prior to the end of the term explaining their intention and basis. The official end of the term for an advisor will be the Monday following finals of the spring semester.

**Section E. Termination of Officers and Advisor:**

1. Officers and advisor may be removed from office by ½ vote of the executive board and ¾ of the general membership if actions are deemed inappropriate by the membership. The officer/advisor is permitted to speak before the Executive Committee and the general membership about the charges made concerning his/her performance. The officer/advisor is not permitted to participate in the deliberation of the Executive Committee regarding the charges.

* Officers/advisor may be removed from office by ½ votes of the other officers and ¾ of the general membership, if actions are deemed inappropriate by the membership. Such as:

         Misusing their status to their own personal gain

         Not attending to their appropriate duties

         Using inappropriate language or language that is discriminating

1. Termination of the Graduate and Professional Student Senator will occur after failure to attend three consecutive Graduate and Professional Student Senate meetings.

**Section F. Replacement of Officers and Advisor:**

1. In the case of replacement of any officer after resignation or termination of running term officer, an executive member has the ability to call for elections for the post.
2. If a candidate is needed to be appointed (replaced) for the post of President, then an executive member has the ability to call for elections for the post of president.

Replacement of advisor can be done by majority agreement within the executive committee.

**Section G. General Statements**

1. Members of the executive committee cannot hold the same committee position for more than two consecutive terms.

**ARTICLE V. FINANCES**

**Section A. Dues**

1. Dues are not assessed to members at this time, but may be instituted at the discretion of the organization with amounts determined by June 1st for the current fiscal year (June 1st to May 31st).
2. The organization may establish reasonable dues that must be paid by all members. The amount of the dues will be determined in the beginning of the academic year by the Executive Committee and presented to the general membership for a ¾ vote. Dues, when applicable, must be paid by the third week in the semester. The treasurer shall maintain all financial records and shall countersign with the president for all organization transactions.

**Section B. Reimbursements**

1. All purchases must be made through the P-Card, no reimbursements will be granted.

**Section C. Dissolution of the Organization**

1. Upon dissolution of the organization all monies received from Iowa State University funding sources (i.e. GPSS) and other external sources (i.e. Society of Toxicology) will be given back to such entity.
2. Monies from fundraising will be donated to an appropriate group based on a vote of the majority of the active members.

**Section D. General Statements**

1. All monies belonging to this organization shall be deposited and disbursed through a bank account established for this organization at the Campus Organizations Accounting Office and/or approved institution/office (must receive authorization via Campus Organizations Accounting Office). All funds must be deposited within 48 hours after collection. The Adviser to this organization must approve and sign each expenditure before payment.

**ARTICLE VI. AMENDMENTS AND RATIFICATION**

1. This constitution may be amended and subsequently ratified at any time, with the unanimous approval of the President, Vice President, and Treasurer and with a simple majority of the membership, not counting abstainers. Members will be given one week to consider amendments. Ratified amendments to this Constitution must be submitted to the Student Activities Center within ten (10) days.